

B4			
	A	B	C
1	<b>My Account Summary</b>		
2	<u>Account</u>	<u>Balance</u>	
3	Checking Account	\$380.05	
4	Savings Account	\$1,285.00	
5	Credit Card 1		
6	Credit Card 2		
7	Car Loan		

Figure 374: Savings Account cell reference

## Referencing other documents

John decides to keep his family account information in a different spreadsheet file from his own summary. Fortunately Calc can link different files together. The process is the same as described for different sheets in a single spreadsheet, but we add one more step to indicate which file the sheet is in.

### Creating the reference with the mouse

To create the reference with the mouse, both spreadsheets need to be open.

- 1) If necessary, switch to the spreadsheet containing the cell in which the formula is going to be entered.
- 2) Select the cell in which the formula is going to be entered.
- 3) Click the = icon next to the Input line in the Formula bar.
- 4) Switch to the other spreadsheet (the process to do this may vary depending on which operating system you are using).
- 5) Select the sheet (*Savings Account*) and then the reference cell (F3); see Figure 375. You can press the keyboard *Enter* key at this point, or continue with steps 6 and 7.

F3						
	A	B	C	D	E	F
1	<b>Savings Account</b>					
2	<u>Description</u>	<u>Amount</u>	<u>Balance</u>			
3	Opening Balance	\$2,500.00	\$2,500.00		Total Balance	\$1,285.00
4	Savings Account	\$35.00	\$2,535.00			
5	Car Down Payment	-\$1,250.00	\$1,285.00			

Figure 375: Selecting the Savings Account reference cell

- 6) Switch back to the original spreadsheet.
- 7) Click the **Accept** icon in the Formula bar.

Your spreadsheet should now resemble Figure 376.

You will get a good feel for the format of the reference if you look closely at the Input line in the Formula bar. Based on the contents of this line, you can create the reference using the keyboard.